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State of Wisconsin
Department of Children and Families
Division of Early Care and Education
Bureau of Early Childhood Education

June 16, 2010

Dear Parent:

A change has been made to **enrollment**-based authorizations for the Wisconsin Shares Child Care Subsidy Program.

Wisconsin law requires the Department of Children and Families to adjust enrollment-based authorizations that are under-used. The law requires the Department to track a child's use of a child care slot over a 6-week period. If a child's total time at child care is less than 60% of the total time the child is authorized for during this 6-week period, the Department must lower the authorization so that the new authorization is at 90% of the highest attended week.

There are some exceptions to this. The authorization will not be reduced if an absence is due to any of the following reasons:

- One week per year of vacation time for the child care provider
- One week per year of sick time for the child care provider
- Two weeks per year of vacation time for the child's parent
- Medical leave from work (parent) or from child care (child) – (up to 6 weeks)
- Temporary break in employment, or temporary layoff (up to 4 weeks)

Please be sure to let your county/tribal agency know if your child won't need child care for any of these reasons.

The computerized Wisconsin Shares system has been programmed to make this change automatically. At the end of each attendance period (every other Saturday), the system will analyze 6 weeks of attendance. If the **total** utilization falls below 60% of the authorized weekly hours, the system will re-calculate the authorization, send a notice to you and your child care provider, and two weeks later will adjust the authorization to be 90% of the highest attended week. **NOTE:** The reverse never happens. The system will not automatically increase the number of hours if a child is over-utilizing a slot. If your child needs more care than what is authorized, you must request additional hours and, if approved, your authorization worker must manually adjust the authorization.

Wisconsin law requires the Department to send a notice to the parent and the provider two weeks before the authorization is reduced. This means that if the authorization is identified as under-utilized this Saturday, the system will generate a notice and it will be mailed to you the following Monday. The effective date of this change was 5/30/10.

Please contact your county/tribal child care agency or your authorization worker for further information.

Sincerely,

A handwritten signature in cursive script that reads "Laura Saterfield".

Laura Saterfield
BECE Director